

**2009 City of Detroit – Charter Revision Commission Package  
For the April 13, 2010 Meeting at 6:00 P.M.  
Chapel Hill Baptist Church  
Roy A. Allen Jr. Family Life Center  
4924 Joy Road, Detroit, Michigan 48204  
(West Detroit)**

Agenda and Informational Package

- I. Call to Order (6:00 P.M.)
- II. Roll Call
- III. Public Comments (2 minutes per person)
- IV. Approval of the Minutes
- V. Approval of Agenda
- VI. Report of the Chair
- VII. Report of the Vice Chair
- VIII. Reports from Executive Director and/or General Counsel (7:15 P.M.)
- IX. Committee Reports (7:20 P.M.)
  - (a) Office Committee (no report)
  - (b) Personnel Committee (preliminary draft, submitted by staff in lieu of meeting scheduled for Monday April 12, 2010, 12:00 Noon)
  - (c) Rules and Structure Committee (preliminary draft, submitted by staff in lieu of meeting scheduled for Monday April 12, 2010, 6:00 PM)
  - (d) Budget Committee (One action item: Approval of Budget for FY: 2009-2010)
- X. Public Comments (2 minutes per person) (7:45 P.M.)
- XI. Unfinished Business
- XII. New Business
- XIII. Adjournment (8:30 P.M.)

## Meeting Schedule for the Month (April, 2010)

Tuesday, April 27, 2010 @ 6:00 p.m.  
Muslim Center of Detroit  
1605 West Davison  
Detroit, Michigan 48238  
(West Detroit)

### Other Scheduled Meetings

Tuesday, May 11, 2010 @ 6:00 p.m.  
Detroit Rescue Mission Ministries  
Administration Building  
150 Stimson  
Detroit, Michigan 48201  
(Central Detroit)

Tuesday, May 25, 2010 @ 6:00 p.m.  
Leland Missionary Baptist Church  
22420 Fenkell  
Detroit, Michigan 48223  
(Northwest Detroit)

Tuesday, June 8, 2010 @ 6:00 p.m.  
Detroit Regional Chamber of Commerce  
1 Woodward Avenue  
19th Floor Conference Room  
Detroit, Michigan 48226  
(Downtown Detroit)

### Commission E-mail Addresses

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### Additional Attachments: Outside Correspondence attached.

1) Informational materials on the Detroit Pension System provided by Ed Rago, (package will be distributed at the meeting).

### Meeting Attachments:

None.

**Executive Director / General Counsel Report**  
**April 13, 2010**

## **2009 Detroit Charter Revision Commission Executive Director's Report: For April 13, 2010 Full Commission Meeting**

Please note the following summary and action items for consideration by the Commission:

### **1) Follow-up discussion with City of Detroit Budget Department**

**Summary:** The Budget Department requested and the Commission provided narrative statements for the City of Detroit budget presentation (Mayor's Recommendation). The budget is expected to be delivered to the Detroit City Council on April 15, 2010. The Budget Department's recommendation for the Commission for FY: 2010-2011 is \$ 750,000.00. A more detailed discussion of this and other budgetary items is included under the Budget Committee Report.

**Informational items:** (a) Information only.

### **2) Facilities Management: 32<sup>nd</sup> Floor Cadillac Tower Building**

**Summary:** The Commission moved into the 32<sup>nd</sup> Floor of the Cadillac Tower Building Wednesday (April 7, 2010) and Thursday (April 8, 2010). We are awaiting phone and network installation by the City of Detroit. Staff can be reached by cell phone(s) and we have limited access to the Internet within the location. No security checks are required to enter the building and parking is not included. Commission staff will maintain regular business hours from 9:00 A.M. to 5:00 P.M. except when meetings and other outside engagements force the closure of the office. Commissioner can schedule meeting at the location Monday thru Saturday.

**Informational items:** (a) Information only.

### **3) Budget Recommendation for FY: 2010-2011**

**Summary:** The Budget Committee meet on April 9, 2010. Three items were presented.

- 1) Recommendation for spending authority (budget) for FY: 2009-2010.
- 2) Budget Department's recommendation for Commission Budget for FY: 2010-2011.
- 3) Commission staff recommendation for FY: 2010-2011.

Item one was approved and is included in the Budget Committee Report. Item two was informational only. Item three did not receive adequate support at the subcommittee level and is therefore advanced to the full board under the Executive Director's Report.

### **4) Proposed Standard Operating Procedures (SOP's) for the 2009 City of Detroit Charter Revision Commission**

**Summary:** This item is expected to be taken up by the Rules and Structure Committee scheduled to meet on Monday, April 12, 2010. The attached information is included for review. If the committee for some reason is unable to meet, the ED is including the proposed SOP's for consideration under the ED report.

**Action Items requested:** Discussion and Approval of SOP's requested.

**CITY OF DETROIT CHARTER COMMISSION**  
**Budget Committee Report**  
**March 24, 2010**

**CITY OF DETROIT CHARTER COMMISSION**  
**Budget/Committee Report**  
**Submit Date: April 9, 2010**

Committee: Budget Committee

Committee Chair: Teola Hunter

Members: Jenice Mitchell Ford, Reggie Reg Davis

Meeting Date: April 9, 2010 at 12:00 Noon  
Northwest Activities Center, Meeting Space #1

Meeting Time: 12: 15 – approximately 2:15 p.m.

Attendees: Teola Hunter, Jenice Mitchell Ford, Reggie Reg Davis, Cara Blount  
Gregory Hicks, Lamont Satchel, Members of Public

Next Meeting: Not yet scheduled

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**Action Item(s) In Report**

- Spending plan (operational budget) for FY: 2009-2010 containing line item expenditures for the \$250,000.00 allocation approved in the City of Detroit, 2009-2010 Annual Budget. Proposed budget passed as recommended without opposition.
- Commission staff recommended approval of a spending plan (budget) for fiscal year 2010-2011 in the amount of \$1,038,110.00. Staff indicates that this spending plan will provide the necessary resources to implement the mission of the Commission during the next fiscal year. The increase represents a \$ 336,300.00 increase over the budget amendment submitted to the Budget Department in February 2010. The request for approval of the Commission staff budgetary proposal did not receive the required support to be included with recommendation into the Budget Committee Report. Staff advised that the proposal will be advanced to the full Commission under the Executive Director's Report for discussion and disposition. The increase, if approved, will become the recommendation to the Detroit City Council from the Charter Commission during the Council's overarching examination and approval of the Mayor's Budget Recommendation.
- The City of Detroit Budget Department recommendation (Mayor's recommended budget) was also received by the committee with the recommended amount of \$ 750,000.00. No action on this item was required.

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- Motion No. 1: Approval of spending plan for FY: 2009-2010  
Yeas: Teola Hunter, Jenice Mitchell Ford, Reggie Reg Davis  
Nays: None
  - Motion No. 2: Approval of proposed spending plan for presentation to the Detroit City Council

Moved by: Jenice Mitchell Ford, but under Roberts Rules of Order it was not clear if the Chair could provide a second to the proposed motion. Failing to receive a second, the motion is not advanced by the Committee with recommendation.

DRAFT 3/25/2010

Approved by Budget Committee at April 9, 2010 Committee Meeting

00844 – Charter Commission

351250 – Charter Commission

## **Schedule of Revenue and Budgetary Expenses**

### **City of Detroit Charter Revision Commission**

## **Schedule of Revenue**

00844 – Charter Commission

City Council Appropriation FY: 09-10

\$ 250,000.00

## **Schedule of Project Expenses - Budget**

601100	Salaries-Full Time	
	Executive Director	\$ 43,906.68
	General Counsel	\$ 43,906.68
	Administrative Assistant	\$ 15,625.00
603300	Emp Benefits-Social Security (FICA)	\$ 15,515.75
620100	Office Supplies	\$ 5,000.00
626430	Outside Rentals- Miscellaneous	\$ 5,000.00
	Furnishings	\$ 6,000.00
626500	Dues & Miscellaneous	
	(Including access to legal and legislative database sub -Westlaw -Gongwer)	
	General Counsel's liability coverage	\$ 625.00
	Commissioner Per Diems	\$ 7,200.00
626600	Postage	\$ 3,125.00
626700	Telecommunications	
	Copier/Scanner/Facsimile	\$ 8,400.00
	Personal Computers	\$ 15,000.00
	Lap Top Computers	\$ 15,000.00
626707	Telephone & Telegraph	\$ 720.00
627110	Purchased Services	
	Printing <i>AND Advertisement</i>	\$ 3,000.00
	Books and Resource materials	\$ 2,500.00
	Duplication and copies	\$ 2,400.00
	AV (Sound/Screen/ Projector)	\$ 6,500.00



	Outside facilities moving	\$ 2,575.00
	Taping Meetings	\$ 15,000.00
	Outside IT Services	\$ 7,500.00
	Outside Legal Counsel	\$ 5,000.00
	Research and consultations (non-legal)	\$ 4,000.00
628100	Travel & local travel reimbursement	\$ 6,500.00
628200	Training (volunteers)	\$ 2,500.00
628208	Training	\$ 2,500.00
628500 -	Miscellaneous Expenses	\$ 5,000.00
TOTAL:		\$ 249,999.11
Under/Over Revenue and Expenses		\$ 0.89

DRAFT 3/22/2010

Unofficial for Discussion with Budget Committee and Full Commission  
for FY: 2010-2011

00844 – Charter Commission

351250 – Charter Commission

FY 10/11		Submitted	Prop Amend	New Proposed
601100	Salaries-Full Time			
	Executive Director	\$135,000		\$135,000
	General Counsel	\$135,000		\$135,000
	Administrative Assistant	\$62,500		\$62,500
	Clerical/Receptionist		40000	\$40,000
	IT/Management Information System		60000	\$60,000
603100	Emp Benefits-Pensions	0		\$0
603101	Emp Benefits-Pensions	0		\$0
603200	Emp Benefits-Hospitalization	0		\$0
603220	Empl Ben-Hosp General	0		\$0
603300	Emp Benefits-Social Security (FICA)	\$27,000	7000	\$34,000
603400	Unemployment	0		\$0
603405	Workers' Compensation	0		\$0
603900	Emp Benefits-Miscellaneous	0		\$0
604100	Other Comp-Unused	0		\$0
604200	Other Comp-Longevity	0		\$0
604920	Suppl Unemployment	0		\$0
605100	Group Life Insurance	0		\$0
605205	Eye Care Active Civilian	0		\$0
87605210	Eye Care Retired Civilian	0		\$0
605500	Income Protection	0		\$0
605620	Dental Active	0		\$0
605640-	Dental Retired	0		\$0
620100	Office Supplies	\$5,000	5000	\$10,000
626400	Rentals- Buildings	\$35,000		\$35,000
626430	Rentals- Miscellaneous			\$0
	Furnishings	\$6,000	35000	\$41,000
626500	Dues & Miscellaneous		4500	\$4,500
	(Including access to legal and legislative database sub -WestLaw -Gongwer)			
	General Counsel's liability coverage		2500	\$2,500

	Commissioner Per Diems	\$14,850		\$14,850
626600	Postage	\$2,400	10000	\$12,400
626700	Telecommunications			
	Copier/Scanner/Facsimile	\$8,400		\$8,400
	Personal Computers	\$15,000		\$15,000
	Lap Top Computers	\$15,000		\$15,000
626703	Voice Com Serv (Local and Long Distance)	\$100		\$100
626705	Voice Com Serv (Cellular)	0	4800	\$4,800
626707	Telephone & Telegraph	\$2,160		\$2,160
626804	Utilities			\$0
	Electricity	\$2,400		\$2,400
	Gas	\$2,400		\$2,400
	Water	\$1,200		\$1,200
627110	Purchased Services			\$0
	Printing AND Advertisement	\$12,000	5000	\$17,000
	AV (Sound/Screen/ Projector)	\$1,500		\$1,500
	Court Reporter/Transcriber	\$18,000		\$18,000
	Taping Meetings	\$38,400	12000	\$50,400
	Airing Meetings	\$12,000		\$12,000
	Outside Facilities Rentals / community workshops		10000	\$10,000
	Live Streaming Meetings	\$6,000		\$6,000
	Website Development	\$4,000	500	\$4,500
	Website Maintenance	\$6,000		\$6,000
	Email Marketing	\$6,000	10000	\$16,000
	Social Networking (facebook, twitter)	\$2,500		\$2,500
	Outside Legal Counsel	\$100,000		\$100,000
	Research and consultations (non-legal)		50000	\$50,000
	PR/Media	\$12,000	40000	\$52,000
	Video Conferencing	\$5,000		\$5,000
628100	Travel	\$4,000		\$4,000
	(4 out of town presenters airfare, hotel, dinner/breakfast & ground transportation)			\$0
628200	Training (volunteers)	0	40000	\$40,000
628208	Training	0		\$0
628500 -	Miscellaneous Expenses	\$5,000		\$5,000
<b>TOTAL:</b>		<b>\$701,810</b>	<b>336300</b>	<b>\$1,038,110</b>

**CITY OF DETROIT CHARTER COMMISSION**  
**Personnel Committee Report**  
**April 13, 2010**

**CITY OF DETROIT CHARTER COMMISSION**  
**Personnel/Committee Report**  
**Submit Date: April 9, 2010**

Committee: Personnel Committee (staff draft, in lieu of report)

Committee Chair: Cara J. Blount

Members: Freman Hendrix, John Johnson

Meeting Date: Scheduled for April 13, 2010 at 12:00 Noon  
Northwest Activities Center – Room #1

Meeting Time:

Attendees:

Next Meeting:

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**Action Item(s) In Report**

- The Committee is expected to discuss criteria for the evaluation and scoring of resumes received by the Committee for the position of Administrative Assistant (AA). The Committee received greater than 100 resumes for the above position. The Committee is also expected to set a schedule for interviews within the next few weeks in order to make a final recommendation for the position of AA.
  - A list of names of the candidates for the position of AA, (without recommendation for advancement to the next stage of the hiring process) is expected to be available for the April 13, 2010 full Commission meeting.
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**CITY OF DETROIT CHARTER COMMISSION**  
**Rules and Structure Committee Report**  
**March 24, 2010**

## **Draft Standard Operating Procedures for the City of Detroit, Charter Revision Commission 3/25/2010 – submitted by Executive Director**

Purpose: The purpose of the Standard Operating Procedures (SOP's) is to set forth standards of operations and uniform guidelines to meet the objectives of the Commission. The procedures shall provide for levels of authority and rules of engagement to govern the conduct of Commissioners, staff and/or contractors and volunteers. The SOP's shall be divided into operating sections and shall be amended as required.

The major sections of the SOP's shall be as follows

1. Office operations
2. Financial Management and Procurement
3. Record Retention and public disclosure
4. Security and Emergency Operations

### **1. Office Operations**

1.1. Office operations. The Commission office shall be open to the public from at 10:00 A. M. to 7:00 P.M. Monday thru Friday, except for City of Detroit legal holidays and other times when Commission sponsored activities are convened in or at other locations outside of the office.

1.2. The ED shall assume the responsibilities to ensure a manageable office and will work with the officers of the Commission to create and maintain a collegial environment in the office.

1.3 Correspondence shall be signed by the Chair if the content of the correspondence reports on or creates a specific policy mandate for the Commission. Other correspondence shall be signed by the appropriate staff concerned with the business addressed in the communications.

1.4. Media inquiries made directly to the Commission shall be managed by the ED. The ED will approach and secure the cooperation of the Commissioners provided that time, location and subject matter falls within the range of expertise of the Commissioners. The ED shall make every attempt to answer media inquiries utilizing the individual commissioner's voice, but upon request or as a result of a conflict the ED shall represent the Commission in the media.

### **2. Financial Management and Procurement**

2.1 Financial Management. The Charter Revision Commission shall comply with the budget and expenditure process of the City of Detroit and/or any outside agency, foundation or sources of funds that is supporting the financial operations of the Commission.

2.2. The staff shall prepare and present to the budget committee a plan (budget) for identifying, securing, allocating and expending Commission resources. The plan should include city of Detroit revenue sources and non city of Detroit revenue sources. In consideration of the funds needed to operate, provide for outreach and promote the objectives of the Commission, the Commission shall seek revenue support from other interested individuals, organizations and foundations. The Commission shall not accept donations or contributions where a clear conflict of interest is created which may hamper the operation of the Commission.

2.3. The Charter Commission shall authorize the spending plan (budget) and grant authority to solicit funds and expend funds within the following parameters:

A. Solicitation of Funds.

1. The Commission shall authorize in advance any solicitation of outside funds.

2. The Commission shall authorize the Executive Director, if requested, to seek the assistance of a grant writer to secure funds from outside organizations that require a fully developed proposal to secure said funds. Any solicitation of funds under these circumstances made by a grant writer shall receive compensation based on the actual amount of funds raised and turned over to the Commission. Compensation for grantsmanship work shall fall in the range of 3% to 10% of the actual funds raised by the grantsperson. The ED in consultation with the budget committee shall set the compensations rate.

3. A Request for Proposal or Request for Qualifications shall not be necessary for the above. Solicitation shall only be considered by grant writer who has a proven track record in securing funds for not-for-profit or quasi-governmental entities.

4. To receive funds as a result of grant writing activity, funds may be deposited with the City or a designated fiduciary organization with a 501 c(3) tax exempt status with the IRS and who has an annual or semi-annual audit performed by a certified auditor.

B. Expenditures of Funds. Upon the approval of an annual budget, the following spending levels shall govern the operations of the Commission:

1. All expenditures shall be in compliance with the approved budget of the Commission. Budget lines or transfers between budget lines can be adjusted by 10% without Commission approval. Budget lines above 10% must receive approval by the budget committee.

2. Staff shall prepare and the Commission shall review a monthly summary of expenditures.

3. The ED is authorized to make expenditures of \$250.00 or less in consultation with the Commission Chair.

4. Expenditures of \$251.00 to \$2,500.00 and above must receive the authorization of the Chair and must be presented in written form. In preparing written form, staff shall seek three bids in order to assure competitive price and performance.

5. All other expenditures of over \$2,500.00 must be presented to the budget committee as soon as practicable.



6. Expenditures of \$5,000 or above shall be let on competitive bids. Standard RFP's or RFQ's shall be used to outline the technical requirements, levels of performance, price range and other critical information to create a competitive bid environment. Competitive bids shall be received by the Commission in a sealed bid envelope at designated times as specified by the bid document(s). The budget committee shall review the bids and recommend action to the Commission.

7. Commissioners with a conflict of interest shall notify the Commission in advance of the conflict and shall be excused from participating, influencing the outcome and voting on the bid. The Vice Chair of the Commission shall be the final fact finder and decision maker on the conflict of interest and participation of individual Commission in the bid process. If the Vice Chair has a conflict the chair of the budget committee shall perform the same function.

### **3. Record Retention and Public Disclosure**

3.1 Records of the Commission shall be kept in accordance with the city of Detroit record retention policy. Upon the end of said policy, the Commission shall turn its records over to a public library or research library for historical research and public access. The library must agree to index and catalogue the files.

3.2 A record of all disclosures involving conflicts of interest must be read into the minutes of the Commission and placed in a public file for inspection in the Commission's office.

3.3 The Commission's General Counsel shall act as the Freedom of Information Officer for the Commission and will follow the applicable laws of state and local (city of Detroit) government.

### **4. Security and Emergency Operations**

4.1 The Chair of the Commission shall have the power to declare an emergency and temporarily suspend daily office operations of the Commission.

4.2 The Chair is also empowered to make any and all necessary expenditures during an emergency to restore the normal operation of the Commission.

4.3 The Chair in conjunction with the ED shall make a final report on the nature, costs and future preventive measures to restore the Commission's operations within 60 days of the end of the emergency.

